

IC STAFF
Routing Slip

282

15 AUG 1983

TO:	ACTION	COORD	INFO
EO/ICS			
AD/ICS			X
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EA-D/ICS			M
SA-D/ICS-EP			
CIPC			
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PPS			
PBS	X		
COMIREX			
SIGINT			
HUMINT			
FIPC			
IHC			
SECOM			
CCIS			
SECRETARIAT			
AS			has copy
REGISTRY			
DDCI			
SUSPENSE: _____			Date
REMARKS: <i>Determine if this applies to us + treat accordingly</i>			

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EXECUTIVE OFFICE OF THE PRESIDENT

OFFICE OF MANAGEMENT AND BUDGET

WASHINGTON, D.C. 20509

Cop to INC

& Admin

AUG 5 1983

RCI/IC 5521/83

MEMORANDUM TO SELECTED DEPARTMENT AND AGENCY HEADS

FROM: JOSEPH R. WRIGHT, JR.
DEPUTY DIRECTOR

SUBJECT: FEDERAL PUBLICATIONS AND AUDIOVISUALS

The President has repeatedly stated his goal of making the Government responsive to the people and saving tax dollars. These savings must come not only from program changes, but also from better agency cost control systems and other management reforms. The Reform '88 Initiatives currently underway are a major step toward achieving the President's goal. This includes the Reform '88 Publications and Audiovisuals initiative, which is being expanded by setting new government-wide goals.

We are therefore requesting that your agency:

1. Specifically identify eliminations, consolidations, and other cost reductions that already have been implemented by marking on the attached list of your agency's publications the eliminations, consolidations, and other cost reductions that already have been implemented. Also list any publications added since the inventory was developed from information submitted by your agency, and correct any errors on the printout (see Attachment 1).
2. Identify additional eliminations, consolidations, and other cost reductions to achieve your agency's share of the new government-wide goal (which is contained in Attachment 2).
3. Reconcile differences in your agency's reports on publications and audiovisuals. The differences are presented in Attachment 3.

Please transmit your agency's response to the Director by August 30, 1983. We look forward to your continued cooperation in fulfilling the President's objective in this important Reform '88 initiative. If your staff have any questions, please have them call Bill McQuaid in our Management Reform Division (395-5653).

ATTACHMENTS

ATTACHMENT 1

UPDATE OF INVENTORY OF PUBLICATIONS TO REFLECT COMPLETED
AND PROJECTED ELIMINATIONS, CONSOLIDATIONS, AND OTHER COST
REDUCTIONS AND CHANGES

AGENCY _____

Your agency's list of publications from the government-wide inventory is attached. Please have your staff mark this list to:

- o Line out or annoate those publications that have been eliminated, consolidated, or had other cost reductions; insert the realized cost savings;
- o Explain why a publication previously identified for elimination, consolidation or cost reduction has not been acted upon;
- o Correct any errors that have been discovered since the submission of the initial list;
- o Update the estimates of volumes, costs, and other characteristics for the remaining publications;
- o Provide all information required for materials (including articles) that are published in private publications, but financed by federal funds (i.e., page and reprint charges);
- o Provide the required information for new publications added since the initial submission;
- o Identify each publication that will be eliminated or consolidated to meet the new goal; note the estimated savings;
- o Identify each publication that will have cost reductions to meet the new goal and note the reduction code; note the estimated savings; and
- o Determine the new estimated savings from meeting the new goals.
- o Revise and resubmit the table previously submitted in response to Bulletin 83-12 (including a 1985 column) to reflect the new estimate.

OTHER INVENTORY REQUESTS: _____

AGENCY _____

REFORM '88 GOALS FOR ADDITIONAL 1983 and 1984 ELIMINATIONS,
CONSOLIDATIONS, AND COST REDUCTIONS

Additional eliminations and consolidations	<u>number of publications</u> _____
Additional cost reduction actions	<u>number of actions</u> _____
Total cost reduction actions	<u>eliminations, consolidations, and other cost reduction actions</u> _____

ATTACHMENT 3

DIFFERENCES IN REPORTS ON PERIODICALS, PAMPHLETS
AND AUDIOVISUAL PRODUCTSAGENCY

The following differences were found between the various reports made on periodicals, pamphlets, and audiovisual products that have been and are currently provided to OMB. Please reconcile the earlier estimates, and explain the differences in an attachment to the submission. Ensure that the next submissions do not have inconsistencies.

	<u>Thousands of Dollars</u>	
	<u>1983</u>	<u>1984</u>
Spending Goals:		
Reported to Reform '88 Tracking System	\$ _____	\$ _____
Response to Bulletin 83-12	\$ _____	\$ _____
Difference	\$ _____	\$ _____
	<u>Actions</u>	
Cost Reduction Actions:		
Reported to Reform '88 Tracking System	_____	
Response to Supplement No. 1 of Bulletin 81-16	_____	
Difference	_____	
	<u>Thousands of Dollars</u>	
1982 audiovisual spending:		
Response to Bulletin 83-12	\$ _____	
Reported to GSA's National Audiovisual Center	\$ _____	
Difference	\$ _____	